



## Stonebridge Ranch Community Association, Inc.

### MEETING MINUTES STONEBRIDGE RANCH COMMUNITY ASSOCIATION, INC. AUGUST 25, 2022

The regular meeting of the Board of Directors of Stonebridge Ranch Community Association, Inc. was held on Thursday, August 25, 2022, at 6201 Virginia Parkway, McKinney, TX 75071 and via Zoom (www.zoom.us, Meeting ID 81319839857).

#### **Directors Present**

Jon Dell'Antonia, President  
Amanda Batson, Vice President  
Norm Counts, Treasurer/Secretary  
Jim Buerkle, Director (Zoom)  
Joe Closs, Director  
Jim Norton, Director  
Kristen Vartian, Director

#### **Management Present**

Chris Schappaugh, Executive Director, GrandManors  
Lee-Yen Elliott, Executive Administrator, GrandManors  
Eric Adams, Compliance & ARC Director, GrandManors  
Susan Spoonemore, Communications Director, GrandManors  
Scott Selman, VP of Onsite Management, GrandManors (Zoom)

#### **Guests**

Steve Watten, Attorney (Zoom)  
Steve Shroba, Homeowner  
Jim Young, Homeowner  
Chris Wren, Homeowner  
Brenda Haley, Homeowner  
Tom Patrick, Homeowner  
Elizabeth Hurst, Homeowner  
Kelly Briggs, Homeowner  
Norm Hedrich, Homeowner  
Matt Vining, Homeowner (Zoom)  
Thomas Klein, Homeowner (Zoom)  
Tim Krzyzanowski, Homeowner (Zoom)  
Cindy Galvan, Homeowner (Zoom)  
Terry Hibler, Homeowner (Zoom)

#### **CALL TO ORDER**

President Dell'Antonia established quorum was met and called the meeting to order at 12:30 PM.

## **HOMEOWNER OPEN FORUM**

- Mr. Shroba addressed the Board regarding accessibility of financial statements and inquired about Plainfield Rd common areas maintenance.
- Mr. Klein addressed the Board regarding agenda item, Covenant Enforcement and Fining Policy.
- Mr. Vining asked the Board about the status of Parkview Estates pond fountain repairs.
- Mr. Wren, along with 5 other Lake Point residents who were present but did not address the Board, requested the Board to review a Modifications Committee approval.

## **CONSENT AGENDA**

Vice President Batson made a motion to accept consent agenda items:

- Approve the July 21, 2022, Board of Director Meeting Minutes

Director Vartian seconded; the motion passed unanimously.

## **OLD BUSINESS**

### **Board Guideline and Policy Review –**

Director Norton made a motion to approve:

- Commitments and Disbursements Guideline – Revised
- Short Term Investment Policy – Reviewed, No Changes
- Estate Sale Policy – Reviewed, No Changes

Director Closs seconded; the motion passed unanimously.

**Review and Approve New Homeowner Welcome Brochure** – Vice President Batson made a motion to approve New Homeowner Welcome Brochure, with final format to be determined pending electronic vote of either single page or multi-page format. President Dell’Antonia seconded; the motion passed unanimously.

**Review and Approve Revised Covenant Enforcement and Fining Policy** – Director Vartian made a motion to approve revised Covenant Enforcement and Fining Policy with revision to remove duplicate paragraph (2<sup>nd</sup> paragraph from last page of policy) and to add Leasing Policy fine, pending Leasing Policy approval. Vice President Batson seconded; the motion passed unanimously.

**Review and Approve Leasing Policy (Long Term Rental Registration)** – President Dell’Antonia made a motion to table the discussion until next Board meeting, pending discussion with attorney during Executive Session about information requested on Lease Registration Form.

## **NEW BUSINESS**

**Discuss and Act on Any Non-Confidential Items from Homeowner Open Forum** – There were no items to discuss.

**Discuss Updating Delegated Authority, Related Resolutions, Time-Saving Operational Guideline for Collections** – Treasurer/Secretary Counts made a motion to:

- Rescind prior resolution and remove from Time Saving Guideline: sending of letters for collections which fall under the normal threshold and continuing the process April of each year.
- Rescind prior resolution requiring referral to legal counsel if owner has 2 Board level fines. Technically this was not a referral, but a request for attorney to contact owner to determine why violation cannot be corrected.
- Delegate authority to Riddle & Williams (R&W) for accounts that have been referred to Collections: preauthorize R&W to take all collection actions up through Final Demand Letter and task R&W to be responsible for collecting and monitoring of all payment plans issued from their offices.
- Rejection of partial payments.
- Accept revisions to Time-Saving Operational Guideline for Collections.

Vice President Batson seconded; the motion passed unanimously.

**Discuss Revising the Long-Term Investment Performance Goal** – Treasurer/Secretary Counts made a motion to:

- Adopt a new goal for investment to 2.5% above CPI.
- Re-baseline reserve study.
- Re-write Long Term Investment Policy.

Director Norton seconded; the motion passed unanimously.

**Discuss Wi-Fi at Beach Club and Aquatic Center** – Director Closs discussed the need for lifeguards to have WiFi access at Beach Club and Aquatic Center for attendance reporting. GrandManors Staff is already looking into WiFi solutions for both pools for future seasons.

## **ASSOCIATION REPORTS**

**Financial Report** – Executive Director Schappaugh and Executive Administrator Elliott reviewed the following financial reports as presented in the Board Packet:

- Detailed Balance Sheet
- Schedule of Revenues and Expenses: Operating Fund
- Income Statement Variable Report
- Restricted and Non-Restricted Investment Schedule
- Summary of Accounts Receivable by Type
- Summary of Bad Debt Expense/Reserve
- Performance History Reports from Cadent Capital LLC

## **EXECUTIVE SESSION CONVENED AT 3:05 PM**

### **OPEN SESSION RECONVENED AT 6:55PM**

Director Buerkle made a motion to exit Executive Session. Director Norton seconded; the motion passed unanimously.

#### **Summary of Executive Session:**

**Transition Report** – GrandManors reported Ciranet tasks will be reviewed and updated upon completion.

**Discuss and Approve Staff Position for Staff Position for Accounting** – The Board approved the position for On-Site Financial Manager, with the caveat that the Board has final approval on employee selection for this position. Treasurer/Secretary Counts made a motion to approve the staff position. Director Norton seconded; motion passed unanimously.

**Discuss GrandManors Management Contract Modification #2, Exhibit A Pricing of DRV Letters** – Treasurer/Secretary Counts made a motion to accept the contract modification. Vice President Batson seconded; motion passed unanimously.

**Review and Approve Bids to Replace Fire Suppression System in Office** – President Dell’Antonia made a motion to reject all bids and to request specifications and get new bids. Vice President Batson seconded; motion passed unanimously.

**Foreclosure Report** – Executive Administrator Elliott reviewed the foreclosure report from R&W. Secretary/Treasurer Counts made a motion to:

- Send to pre-foreclosure accounts 1 through 5 from the provided list (accounts ending in 8039, 2437, 0570, 1842, 1027).
- Send to foreclosure accounts 8 through 10 from the provided list (accounts ending in 6540, 9995, 8785).

Vice President Batson seconded; motion passed unanimously.

**Information Only Reports** – Executive Director Schappaugh, Executive Administrator Elliott and Compliance & ARC Director Adams reviewed Payment Plan Status Report, Collections Board Waiver Report, Violation Report, Appeals Report and Project Reports.

President Dell’Antonia made a motion to move administration of payment plans from on-site office to GrandManors Collections Department as quickly as practical. On-site staff will continue to manage the voluntary payment plans that are already in progress. Vice President Batson seconded; motion passed unanimously.

Vice President Batson made a motion to approve Payment Plan Status Report, Collections Board Waiver Report, and Violations Report. Director Vartian seconded; motion passed unanimously.

Director Vartian made a motion to approve Appeals Report (8/18/22 Appeals Meeting Minutes). New Business Item #4 (Fence Variance) will remain on hold until additional information is received from Homeowner. Vice President Batson seconded; motion passed unanimously.

### **Board Liaison Committee Reports Including Any Updates to the Strategic Plan**

- Vice President Batson made a motion to accept the Magazine Publisher Agreement for magazine publications from January 2023 – December 2025. Director Buerkle seconded; motion passed unanimously.
- Director Buerkle provided a detailed report on YTD irrigation consumptions and projected savings from PRS-CV project completion.
- Director Closs reported SRCA has been approved by Texas Lottery Commission to host 6 Bingo events per year, charging entry fee as required. New Homeowner Welcome Party to be moved from Fall 2022 to Spring 2023, to test out once a year format.
- Director Vartian advised that the current Design Guidelines are being reviewed with potential updates forthcoming.

Executive Administrator will update Governmental Issues in Strategic Plan.

**Treasurer's Forward-Looking Discussions** – Treasurer/Secretary Counts presented his reports.

**Management Dashboard** – Treasurer/Secretary Counts presented his reports.

**Legal Update** – Attorney Watten provided status updates on 3 legal cases.

**Residents Petitions** – There were no items to discuss.

**Discuss and Act on Any Confidential Items from Homeowner Open Forum** – There were no items to discuss.

### **ADJOURNMENT**

President Dell'Antonia made a motion to adjourn the meeting. Vice President Batson seconded; the motion passed unanimously.

The meeting adjourned at 7:02 PM.

*Norman Counts*

Norman Counts (Aug 31, 2022 18:35 CDT)

Norm Counts, Secretary

**Aug 31, 2022**

Date







# STONEB- 20220825 BOD Meeting Minutes - Final

Final Audit Report

2022-08-31

Created:	2022-08-31
By:	Lee-Yen Elliott (lee-yen.elliott@grandmanors.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAABses_dH2rWF2CtFXUrVnMeUaNtck4uBO

## "STONEB- 20220825 BOD Meeting Minutes - Final" History

-  Document created by Lee-Yen Elliott (lee-yen.elliott@grandmanors.com)  
2022-08-31 - 11:30:35 PM GMT
-  Document emailed to ncounts@stonebridgeranch.com for signature  
2022-08-31 - 11:30:56 PM GMT
-  Email viewed by ncounts@stonebridgeranch.com  
2022-08-31 - 11:35:03 PM GMT
-  Signer ncounts@stonebridgeranch.com entered name at signing as Norman Counts  
2022-08-31 - 11:35:29 PM GMT
-  Document e-signed by Norman Counts (ncounts@stonebridgeranch.com)  
Signature Date: 2022-08-31 - 11:35:31 PM GMT - Time Source: server
-  Agreement completed.  
2022-08-31 - 11:35:31 PM GMT